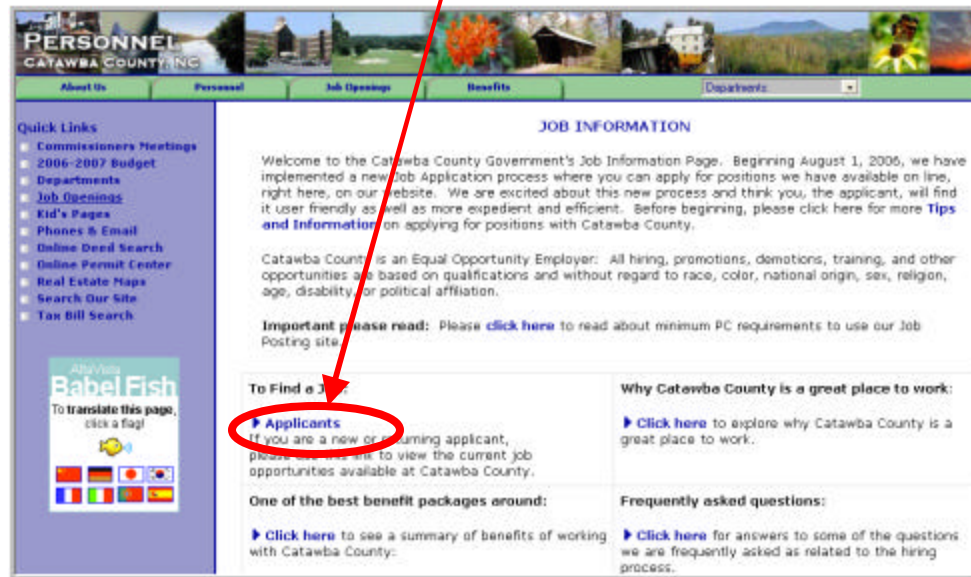


Completing Catawba County OnLine Applications

To access the OnLine Application click on [Applicants](#).



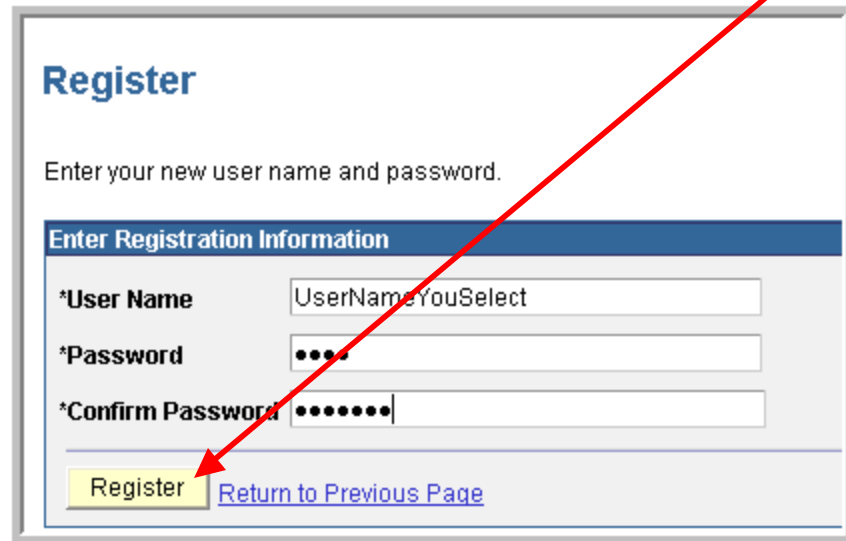
The following screen will appear. If you have previously registered, all of your information is retained. Simply enter your User Name and Password. If you have forgotten your password, we CANNOT retrieve or change. You will need to create a new User Name and Password and complete a new application. If you have never registered click on the link [click here to Register](#).

The screenshot shows the 'Careers' section of the website. It includes a login form with 'User Name' and 'Password' fields, and a 'Current Openings' table. A red arrow points from the 'click here to Register' link in the text above to the 'click here to Register' link on the page. Another red circle highlights the 'User Name' and 'Password' fields.

Posting Date	Closing Date	Job Title	Job ID	Position Number	Location
07/31/2006	Open Until Filled	Clinical Counselor - Post Adoptions	965	00001375	First Plaza
07/31/2006	08/07/2006	Quality Assurance Specialist	1127	00000545	First Plaza
07/31/2006	08/14/2006	Internal Systems Analyst	1128	00000958	Public Health Main
07/31/2006	08/07/2006	Horticulturist	1115	00000154	Maintenance Facility
07/31/2006	08/14/2006	Medical Lab Technician	1129	00001043	Public Health Main
07/28/2006	08/04/2006	Clinical Counselor	1123	00000558	ACT
07/28/2006	08/04/2006	Human Resource Aide	1125	00000848	Social Services Main
07/28/2006	Open Until Filled	CAP/C Case Manager	1126	00001480	Social Services Main

Creating a User Name and Password

You can make up any User Name and Password that you like. There are no requirements on length for format. Please remember your User Name and Password. You will need this to track your applications and apply for any additional positions. You may update your Application and Contact information at any time. Please Enter your User Name, Password and confirm your Password. Then click **Register**.



Register

Enter your new user name and password.

Enter Registration Information

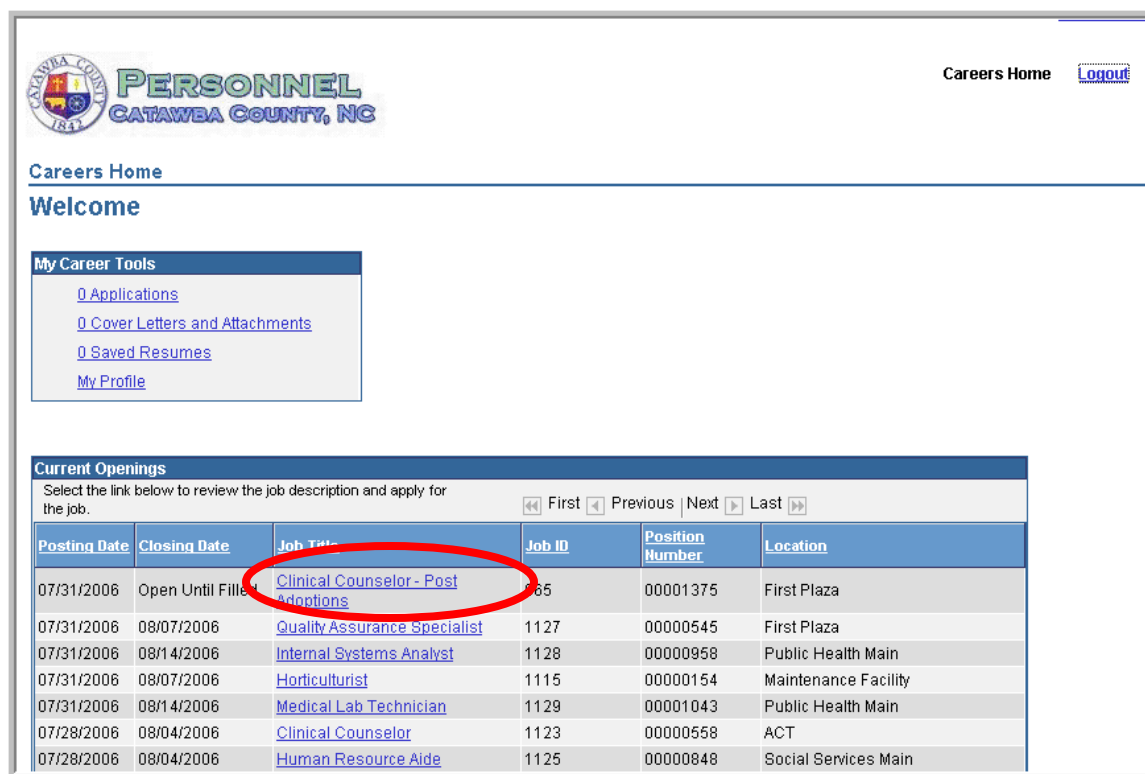
*User Name

*Password

*Confirm Password

Register [Return to Previous Page](#)

You will now see the Welcome Screen. This will tell you about current applications, allow you to update your Cover Letters and Attachments, Resumes and your Profile. You will also see a listing of all current positions. To apply for a position simply click on the Job Title of that position.



CATAWBA COUNTY PERSONNEL
CATAWBA COUNTY, NC

Careers Home [Logout](#)

Careers Home
Welcome

My Career Tools

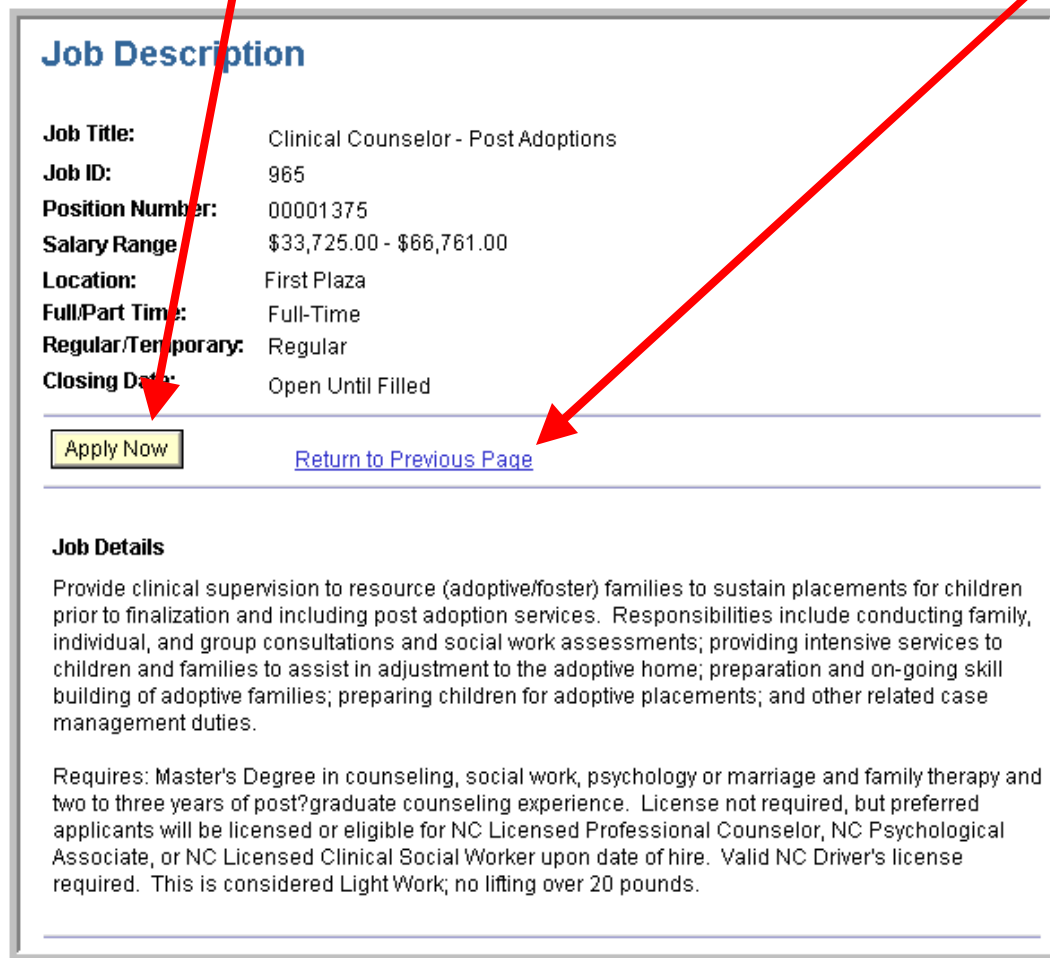
- [0 Applications](#)
- [0 Cover Letters and Attachments](#)
- [0 Saved Resumes](#)
- [My Profile](#)

Current Openings

Select the link below to review the job description and apply for the job. [First](#) [Previous](#) [Next](#) [Last](#)

Posting Date	Closing Date	Job Title	Job ID	Position Number	Location
07/31/2006	Open Until Filled	Clinical Counselor - Post Adoptions	1125	00001375	First Plaza
07/31/2006	08/07/2006	Quality Assurance Specialist	1127	00000545	First Plaza
07/31/2006	08/14/2006	Internal Systems Analyst	1128	00000958	Public Health Main
07/31/2006	08/07/2006	Horticulturist	1115	00000154	Maintenance Facility
07/31/2006	08/14/2006	Medical Lab Technician	1129	00001043	Public Health Main
07/28/2006	08/04/2006	Clinical Counselor	1123	00000558	ACT
07/28/2006	08/04/2006	Human Resource Aide	1125	00000848	Social Services Main

You will now see a Job Description. This will provide details about the position. If you wish to apply for this position, click on **Apply Now**. If you do not wish to apply for the position, click on [Return to Previous Page](#).



Job Description

Job Title:	Clinical Counselor - Post Adoptions
Job ID:	965
Position Number:	00001375
Salary Range:	\$33,725.00 - \$66,761.00
Location:	First Plaza
Full/Part Time:	Full-Time
Regular/Temporary:	Regular
Closing Date:	Open Until Filled

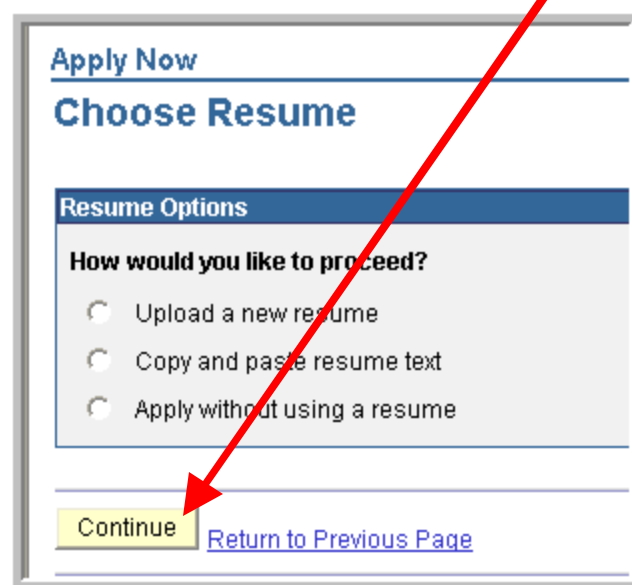
Apply Now [Return to Previous Page](#)

Job Details

Provide clinical supervision to resource (adoptive/foster) families to sustain placements for children prior to finalization and including post adoption services. Responsibilities include conducting family, individual, and group consultations and social work assessments; providing intensive services to children and families to assist in adjustment to the adoptive home; preparation and on-going skill building of adoptive families; preparing children for adoptive placements; and other related case management duties.

Requires: Master's Degree in counseling, social work, psychology or marriage and family therapy and two to three years of postgraduate counseling experience. License not required, but preferred applicants will be licensed or eligible for NC Licensed Professional Counselor, NC Psychological Associate, or NC Licensed Clinical Social Worker upon date of hire. Valid NC Driver's license required. This is considered Light Work; no lifting over 20 pounds.

You will now be allowed to enter a resume as an attachment or “cut and paste”. You may also apply for the position without a resume. A resume is not required, a **completed Catawba County application is required** (even if you post a resume). After making your selection, click on **Continue**.



Apply Now

Choose Resume

Resume Options

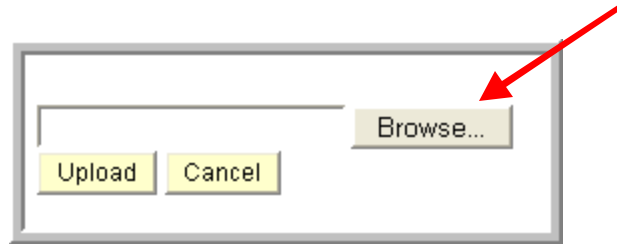
How would you like to proceed?

- ☐ Upload a new resume
- ☐ Copy and paste resume text
- ☐ Apply without using a resume

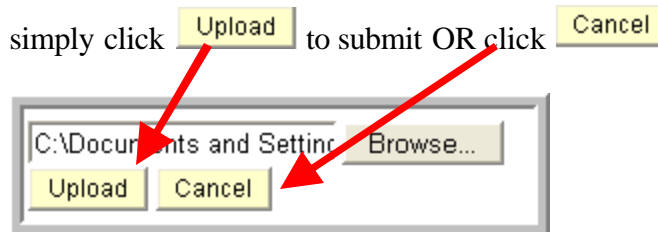
Continue [Return to Previous Page](#)

Attaching a Resume (optional)

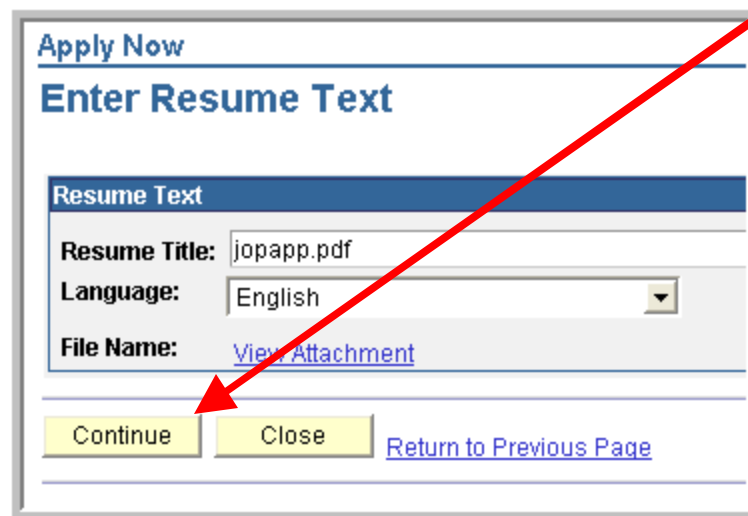
Attaching a resume is OPTIONAL. If you wish to attach a resume, simply “Browse” and locate your file.



Once you have located your file, simply click **Upload** to submit OR click **Cancel**.




You will now be allowed to change the “Resume Title” or leave at the default of the filename. You may also click on [View Attachment](#) to review your Resume. When you are satisfied click on **Continue**.

A screenshot of a web form titled 'Apply Now' and 'Enter Resume Text'. It contains a 'Resume Text' section with a 'Resume Title' field (containing 'jopapp.pdf'), a 'Language' dropdown (set to 'English'), and a 'File Name' field (containing a blue link 'View Attachment'). At the bottom, there are 'Continue' and 'Close' buttons, and a blue link 'Return to Previous Page'. A red arrow points to the 'Continue' button.

You will now be allowed to enter your Profile/Contact information. You may Change Password or select your preferred method of contact by clicking on the “down arrow” to view a list. Please enter your Name, Address, Email Address and Phone Number information. When all information is entered, click on [Continue](#).

[Careers Home](#) [Logout](#)

**PERSONNEL**
CATAWBA COUNTY, NC

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Continue](#) [Return to Previous Page](#)

Member Information

User Name: 55

Password: [Change Password](#)

Preferred Method of contact:

Name

Name Format:

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Country:

Address 1:

Address 2:

Address 3:

City: State:

Zip Code:

County:

Email Addresses

Primary Email Type:

Email Address: [Remove](#)

[+ Add Another Email Address](#)

Phone

Primary Phone Type:

Phone Number: Extension: [Remove](#)

[+ Add Another Phone Number](#)

[Continue](#) [Return to Previous Page](#)

Completing the Application

You will now begin the application process. You must **complete the entire application**. First you will be allowed to review Position and Contact information. To change the position you are applying for click [Remove](#). To apply for another position, click [Add Another Job to Application](#). To modify your resume, click [Add/Change Resume](#). To update your contact information, click [Edit Profile](#).

The screenshot shows the 'PERSONNEL CATAWBA COUNTY, NC' header. Below it, the 'Apply Now' section is titled 'Complete Application'. It states 'You are applying for:' followed by the link 'Clinical Counselor - Post Adoptions'. To the right of this link are three links: 'Remove', 'Add Another Job to Application', and 'Add/Change Resume'. Below these links is a section for contact information: 'jopapp.pdf' with a document icon, and the name 'Jane Smith' with address '1123 S Main Street, Newton, NC 28658'. At the bottom of this section is the link 'Edit Profile'. Red arrows from the text above point to the 'Remove' link, the 'Add Another Job to Application' link, the 'Add/Change Resume' link, and the 'Edit Profile' link.


Once you are satisfied with all your information, scroll down to complete the application. The next section to complete is the “General Section”.

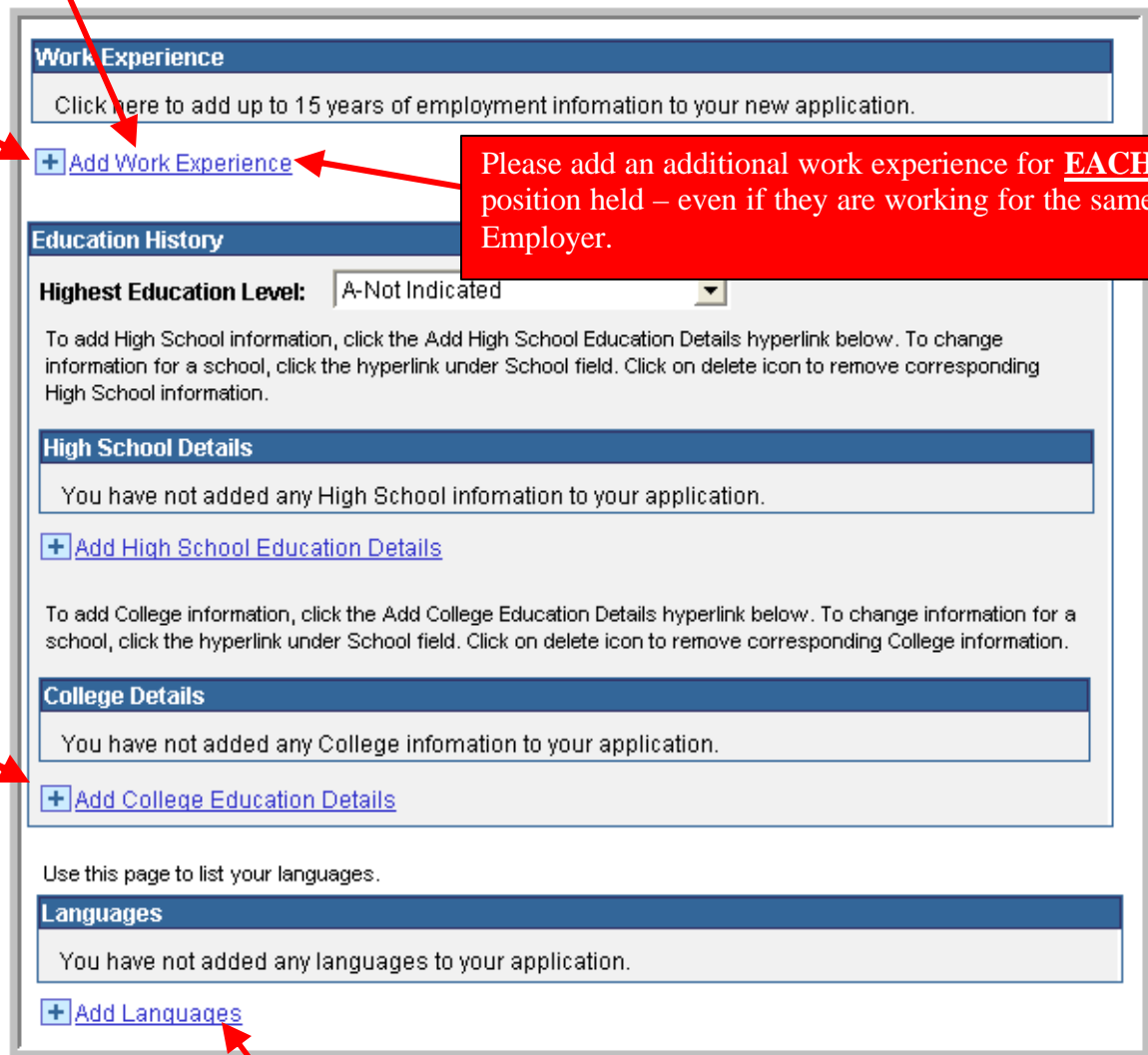
The 'General Information' section contains the following fields and questions:

- Desired Start Date:** 100106
- Full/Part-Time:** Either
- Do you Currently work for Catawba County Government?** ☐ Yes ☒ No
- Are you a former employee of Catawba County Government?** ☐ Yes ☒ No
- If Yes, Indicate Dept. and Date Separated** [Text Box]
- Are you related by blood or marriage to any person currently employed by Catawba County?** ☐ Yes ☒ No
- If Yes, indicate Name, Dept., and Relationship** [Text Box]
- Have you ever worked under another name? (Used to verify work experience, education, etc.)** ☐ Yes ☒ No
- If yes, please list** [Text Box]
- Are you legally eligible to work in the United States?** ☒ Yes ☐ No
- Do you have a valid drivers license?** ☒ Yes ☐ No
- If yes, indicate state of issuance and DL number** NCDL123
- Have you ever been convicted of any unlawful offenses, other than a minor traffic violation:** ☐ Yes ☒ No
- NOTE:** A conviction record will not necessarily exclude you from employment. Factors such as age at the time of offense, rehabilitation efforts, how recent the offense was, the nature of the crime and the type of job for which you are applying for will be considered.
- If yes, explain** [Text Box]

Work Experience Education Languages

Continue to scroll down to add Word Experience, Education History and Languages. Click on the hyperlink [Add Work Experience](#) to add your current or most recent employer.

Click  to add additional work experience.



The screenshot shows a web form with three main sections: Work Experience, Education History, and Languages. Each section has a blue header bar and a light gray content area. In the Work Experience section, there is a text box with instructions and a blue '+ Add Work Experience' link. In the Education History section, there is a dropdown menu for 'Highest Education Level' set to 'A-Not Indicated', followed by instructions and links for 'Add High School Education Details' and 'Add College Education Details'. In the Languages section, there is a text box with instructions and a blue '+ Add Languages' link. Red arrows point from callout boxes to the '+ Add Work Experience' and '+ Add Languages' links, and another red arrow points to the 'Add High School Education Details' link.

Work Experience

Click here to add up to 15 years of employment information to your new application.

[+ Add Work Experience](#)

Education History

Highest Education Level: A-Not Indicated

To add High School information, click the Add High School Education Details hyperlink below. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding High School information.

High School Details

You have not added any High School information to your application.

[+ Add High School Education Details](#)

To add College information, click the Add College Education Details hyperlink below. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding College information.

College Details

You have not added any College information to your application.

[+ Add College Education Details](#)


Use this page to list your languages.


Languages

You have not added any languages to your application.

[+ Add Languages](#)

Please add an additional work experience for **EACH** position held – even if they are working for the same Employer.

Click  to add College Education Details.

Click  to add Languages. Please add languages you speak, read or write.

Entering Employment Details


A new screen will appear that will allow you enter your current or most recent employer. Please enter approximate start date – if you are unsure of the exact dates, estimate by enter the Month/01/Year. When you have completed all information, click [Continue](#). You must enter Approximate Start Date, Employer Name and Ending Job Title. ***Please add all work experiences for the last 15 years.***


Add New Application

Add Employment History
Complete a separate section for each position including ALL jobs/work experiences (or the last 15 years) beginning with your present or most recent job. Include periods of unemployment, military services, internships, and volunteer and summer work. Please note that incomplete information will result in the disqualification of your application. PLEASE DO NOT REFER TO A RESUME OR OTHER ATTACHMENTS

[Continue](#) [Cancel](#) [Return to Previous Page](#)

Enter Employment Details

'Approximate Start Date: 01/01/2000 

Approximate End Date:  Please leave the end date blank for your current employer.

'Employer: **May we contact?** ☒ Yes ☐ No


'Ending Job Title: **Ending Salary:**

Number Supervised: **Average worked hours per week:**


Reason for Leaving:

Supervisor Name:

Telephone:

Description of Work: 


Employer's Address

Country: 

Address 1:

Address 2:

Address 3:

City: **State:** 

Zip Code:

County:

[Continue](#) [Cancel](#) [Return to Previous Page](#)

Please add an additional work experience for **EACH** position held – even if they are working for the same Employer.

Education

Enter High School information and click [Continue](#).

Add New Application

Add High School Education

[Continue](#) [Cancel](#) [Return to Previous Page](#)

Enter High School Details

State:

***School Name:**

Level Achieved:

Average Grade:

[Continue](#) [Cancel](#) [Return to Previous Page](#)

Enter College Educational information and click [Continue](#). *Please add all Colleges or Universities attended.*

Add New Application

Add College Education

[Continue](#) [Cancel](#) [Return to Previous Page](#)

Enter College Details

NOTE - If your School and/or Major is not listed in the drop down list, please key it in the 'Other' box. (Prompt box must be empty for 'Other' fields to be active.)

***School:** **Other:**

***Major:** **Other:**

***Degree:**


Average Grade:

☒ **Graduated**

Approximate Graduation Date:



[Continue](#) [Cancel](#) [Return to Previous Page](#)


View of Multiple Employers and Colleges

All of the information you have entered can be modified by click on the hyperlink. Information may be deleted by clicking on the .

This is an example of multiple jobs. Please enter your entire employment history or at least the past 15 years.

Work Experience

Employer	Job Title	Start Date	End Date	
CurrentEmployerName	Business Manager	01/01/2000		
FormerEmployerName	JobTitle	01/01/1995	12/31/1999	


 [Add Work Experience](#)


Education History

Highest Education Level:

To add High School information, click the Add High School Education Details hyperlink below. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding High School information.



High School Details


School	School Type	Country	
Hickory High School	High School	USA	

 [Add High School Education Details](#)

To add College information, click the Add College Education Details hyperlink below. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding College information.

College Details

Degree	Major	School	Date Issued	
Bachelor of Science	Business Administration	Campbell University	12/30/1994	
Associate of Applied Science	Business Computer Programming	Central Piedmont Comm College	05/01/1992	



 [Add College Education Details](#)

This is an example of Colleges and/or Universities attended. Please enter all your College education, even if you did NOT complete a degree.

Languages Skills License and Certifications

Enter all Languages that you speak, read and/or write. You will be allowed to enter your proficiency in each. To add additional languages click on the [+](#). Please describe all job related skills you possess. This is free form, so you may enter as much text as you would like. Please list any License and/or Certifications you currently possess.

Use this page to list your languages.

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency	
English	High	High	High	
Spanish	High	Moderate	Low	

[+](#) [Add Languages](#)


Please list any job related skills, training and/or software experience that you possess

Skills



Please list any work related Licenses and/or Certifications you possess.

License and Certifications

Referral Information

How did you find out about the job? [Catawba County Website](#) 

Specific Referral Name or Source:

[Careers Home](#)  [Next Step](#) [Cancel](#) 

When you have completed all sections on this page, click [Next Step](#).

YOUR APPLICATION IS NOT YET COMPLETE!!!
Please make sure to read the next page.

Submit your Application

Before you submit your application you are given the opportunity to provide self identification details. These are not required. The help us comply with federal and state Equal Employment Opportunity record keeping. **This is information is CONFIDENTIAL.**

Submit Online Application

Self Identification Details

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation. Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information. Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

*Gender:

Date of Birth

Ethnic Group:

☐ I decline to provide my self identification details.

Terms and Agreements

I certify that all of the statements made in this application and any attached documents are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements or information may be grounds for rejection of my application, or dismissal if I am employed. I also understand that as a condition of my employment, I will be required to furnish documentation verifying my identity and eligibility to work in the United States. A background check of my driving , criminal, credit, or other records may be conducted before employment. I permit the County to conduct a police and court records investigation of my background if relevant to the job for which I am applying.

I authorize any and all of my current and previous employers, including the U.S. Government or U.S. Military, and other persons, registration and licensing boards, and educational institutions listed on my application, to provide Catawba County Government with any job-related information requested. I waive any right to legal claims against a disclosing person, employer, or institution and the prospective employer seeking and using this information for hiring purposes. Notwithstanding any provisions of Federal or State law, I also waive any right I may have to review confidential material or information received by Catawba County from a person, employer, or institution.

I understand that Catawba County is a drug free workplace and that I must pass a drug urinalysis test, and may be required to pass a physical examination provided by Catawba County, before I may be employed by Catawba County.

I certify that if I am a male between the ages of 18 and 26, I am aware of and in compliance with all applicable registration requirements of the Military Selective Service Act.

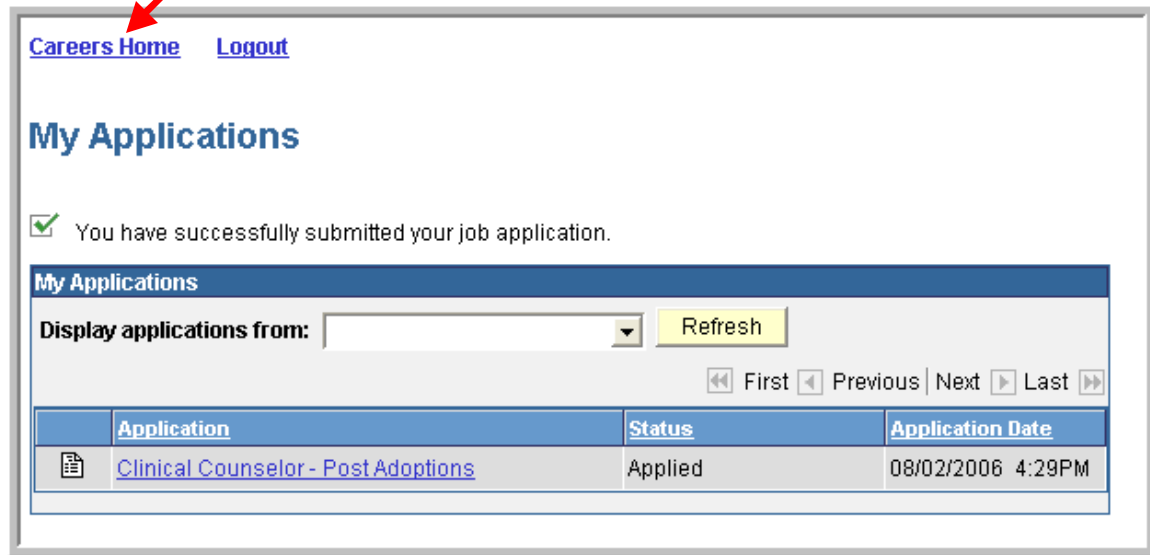
☒ I agree to these terms ☐ I do not agree to these terms

[Return to Previous Page](#)

The last part of the application process is to review the Terms and Agreement. When you click on “I agree to these terms”, the will be available. Simply click to complete the application process.

Application Confirmation

Once you have submitted your application, you will see the following verification screen. The “Status” of all positions applied for will be “Applied”. You may review positions without applying. If the “Status” is “Draft”, you have NOT completed the application process. If you wish to review and/or apply for additional positions click [Careers Home](#).



[Careers Home](#) [Logout](#)


My Applications

✓ You have successfully submitted your job application.

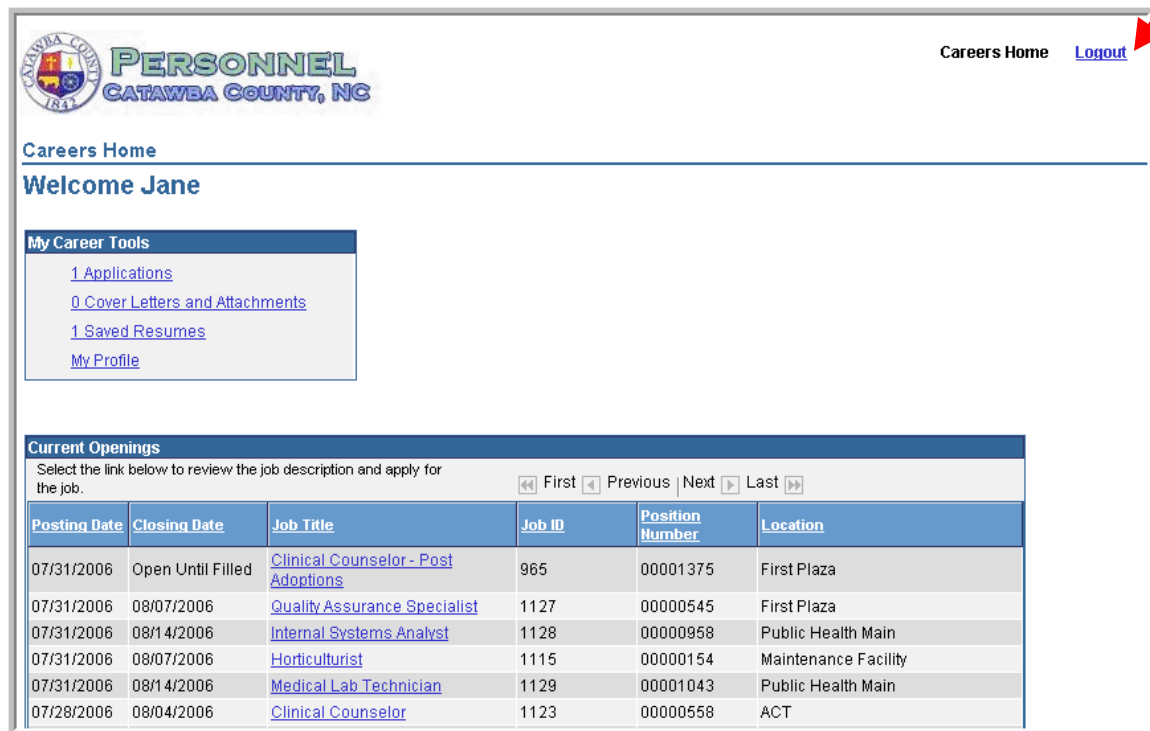
My Applications


Display applications from: Refresh

First Previous Next Last

Application	Status	Application Date
 Clinical Counselor - Post Adoptions	Applied	08/02/2006 4:29PM

The Careers Home page will give a summary of positions applied for and allow you to change information and apply for additional positions. If you have completed your application process, simply click [Logout](#).



 **PERSONNEL**
CATAWBA COUNTY, NC

Careers Home [Logout](#)

Welcome Jane

My Career Tools

- [1 Applications](#)
- [0 Cover Letters and Attachments](#)
- [1 Saved Resumes](#)
- [My Profile](#)

Current Openings

Select the link below to review the job description and apply for the job. First Previous Next Last

Posting Date	Closing Date	Job Title	Job ID	Position Number	Location
07/31/2006	Open Until Filled	Clinical Counselor - Post Adoptions	965	00001375	First Plaza
07/31/2006	08/07/2006	Quality Assurance Specialist	1127	00000545	First Plaza
07/31/2006	08/14/2006	Internal Systems Analyst	1128	00000958	Public Health Main
07/31/2006	08/07/2006	Horticulturist	1115	00000154	Maintenance Facility
07/31/2006	08/14/2006	Medical Lab Technician	1129	00001043	Public Health Main
07/28/2006	08/04/2006	Clinical Counselor	1123	00000558	ACT